



## Step by step instructions on how to operate the Water POD

1. Place your empty water jug in the indented tray.
2. Swipe your water card on the kiosk (where indicated) to start the dispensing process.
- OR**
3. Press the **TAP THE SCREEN** option to enter your 5 digit pin number.
4. Your name and water balance will be brought up on the screen. Press the **CONTINUE** button.
5. When the **START** prompt appears and the **blue light** goes on you are ready to start dispensing your water.
6. **PUSH THE BLUE LIGHTED BUTTON** to fill your jug. Continue to hold the button until jug is filled.
7. When your jug is filled, press the **END TRANSACTION** prompt.
8. At this time you can either press the **CLOSE** prompt or **REFILL AGAIN** prompt if you wish to refill another jug. You will also see how much water was dispensed.
9. The kiosk will automatically shut off when you press the **CLOSE** prompt.

**Thank you for using the Water POD filtration system. Enjoy your clean, healthy water!**